

S-E-C-R-E-T

OTR

OFFICE OF TRAINING REGULATION NO. 10-1

7 January 1958

SUBJECT : Top Secret Control Procedure

REFERENCE: Agency Regulation 1 dated 1 April 1951

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1. GENERAL

This regulation establishes the policy, procedures, and responsibility for the safe transmission and control of Top Secret material in the Office of Training.

2. POLICY

All Top Secret material moving into or out of the Office of Training and between Headquarters [] will be transmitted through the following control points:

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Headquarters: ~~Room 130,~~

IS CONTROL OFFICER
: ~~Library~~, Site III

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3. RESPONSIBILITY

Responsibility for the safe transmission and control of Top Secret material has been delegated by the Agency Top Secret Control Officer to Area, Alternate, and Assistant Top Secret Control Officers in accordance with the provisions of Agency Regulation [redacted] paragraph E.

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- a. The Area Records Officer has been designated Area Top Secret Control Officer for the Office of Training. In this capacity the Area Records Officer is responsible for the safe transmission and control of all Top Secret material recorded in the Office of Training Top Secret control file.
- b. The Alternate Top Secret Control Officer is responsible by delegation for the receipt, dispatch, and control of all Top Secret material. Top Secret material moving between OTR and other offices of the Agency and between OTR and other Government Agencies will be handled by the Alternate Top Secret Control Officer. He is also responsible for assigning Top Secret Control numbers to documents received in or originated by the Office of Training which do not bear an Agency Top Secret control number.

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c. Assistant Top Secret Control Officers in the Schools and Staffs of OTR are responsible for the receipt, transmission and control of Top Secret material in their immediate areas.

d. The OTR Top Secret Control Officer will not be responsible for Top Secret material hand-carried by individuals. The individual will be personally responsible for Top Secret documents which are not channeled through the Office of Training Top Secret Control System.

4. PROCEDURES

All Top Secret documents will be processed in accordance with the following procedures:

a. A Top Secret control log will be maintained by the Alternate Top Secret Control Officer at the control point. A permanent Top Secret Control card ~~and a signature card~~ will be prepared for each copy of every Top Secret Document. The ~~signature~~ card will accompany the document when it is delivered, so that the signature of the recipient and the time and date of receipt may be entered thereon. The receipted card will be returned to the Alternate Top Secret Control Officer to be filed pending further movement of the document.

*Top Secret
Control Card*

b. Every individual who receives a Top Secret document will sign his full name (initials not acceptable) on the Top Secret cover sheet and the Top Secret ~~Signature~~ Card.

c. Top Secret documents received initially in the Office of Training by an individual other than the Alternate Top Secret Control Officer must be channeled immediately through the Top Secret control point so that the documents may be properly logged.

d. An armed guard will be required to escort Top Secret material dispatched outside the Headquarters area. Top Secret material moving within the Headquarters area will not require an armed guard escort.

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e. The green Top Secret cover sheet (Form No. 26) will be removed from all documents leaving the Agency and will be retained in the files at the Top Secret control point.

f. Destruction of Top Secret documents will be accomplished by the Area and Alternate Top Secret Control Officers. Top Secret

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documents to be destroyed will be sent to the Alternate Top Secret Control Officer with a memorandum stating the reason for destruction. All Top Secret trash will be destroyed by the Alternate Top Secret Control Officer.



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MATTHEW BAIRD
Director of Training

Distribution:
Schools, Staff, Branch Chiefs
& Chief Instructors

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